

## **Have you explored NOTES? Using Notes on Ipad in OS 9**

### **About Notes**

The Notes app allows you to type notes that can be synchronised between your various devices - iPad, iPhone and Mac.

Notes has also always been a handy place to cut and paste information into, or to draft an email if you want to be able to keep a log of it. And because it's easily searchable it's also a great place to log information you need to keep at your fingertips.

In the new iOS 9 Notes has been improved to give great versatility

You can draw or write directly into notes using your finger (or with the Apple Pencil for anyone thinking of purchasing the new iPad Pro).

- To start drawing, tap the squiggle icon at the bottom of the screen. If the keyboard is showing you may need to tap the keyboard icon in the lower right corner.
- You can select from one of the tools, which include a fine pen, a felt tip pen, and a pencil, as well as an eraser. There's also a colour picker and ruler, more on that below.
- Choose your tool and start sketching or writing. (What you sketch is inserted as an image within your note.)
- If you'd like to change the colour, tap on the circle on the right and choose from the 24 colour options. You can mix colours - as you can see from our example, yellow and blue make green. Also, you can make the colour darker if you zoom in with your fingers).
- Once you have chosen a colour tap on the tool you are drawing with to return to the view that gives you access to the other drawing tools.
- For more precise drawing you can zoom into your image.
- . You can also undo and redo your artistic attempts by tapping on the curly back and forward icons.
- And rotating your image in 90-degree increments is a case of tapping on the rotate icon top right.

To insert a photo from your collection into notes

- You have the option to take or make a video to add to notes or
- Add a photo from your photo collection

### **Task 1**

- Open Notes on your Home Page > tap the Editing Tool in the top RH corner (pencil in a square)
- Tap on the sketching tool in the lower RH corner
- Sign your name
- Tap done
- Tap the camera icon in the RH corner and take Selfies
- Tap use

Not everyone will be using Notes to draw pictures of course. There is also new text formatting tools, such as the ability to style what you type as headers or bulleted lists. (This option won't be available for users of iPads models 2-3) So what's new in Notes?

- You can even add tick boxes; make headings and actually looks more and more like a word processor. You can even make folders to store your documents.

To access the text formatting options start with the keyboard view and press the + sign that now appears above it.

## Task 2.

Open Notes and start a new note

- Tap just above your keyboard and a + sign should appear. This will offer you a menu of styles to use in text format
- Tap Aa and you will see various text styles including: Title, Heading, Body, Bullets, Dashes, and Numbers.
- Create a list of things you need to do for the next week, using bold, italics, and bullets

Eg **SATURDAY**

- Grocery Shop
- Garden
- Wash Dog

To Access these tools

- You can still bold, italicise or underline text in the same way as you could in though the Notes App in iOS 8. Either start by typing what you want and then highlight it and tap the highlight so the pop-up menu appears or,
- Just double tap the screen. You will see a black bar of formatting tools including Select, Select All, Paste, BIU and Indent. Tap the BIU option (you may have to tap the arrow button before you see that option) and choose Bold, Italic or Underline.

## Task 3.

- In Notes list how you think you could use this App